

Hansen Free Library District Collection Development Policy

The Collection Development Policy of the Hansen Free Library District (HFLD) supports the general mission and Strategic Plan adopted by the HFLD Board of Trustees, the Library Bill of Rights, and the Freedom to Read Statement.*

All acquisitions, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards determine the replacement, duplication, and withdrawal of materials.

The responsibility for selection of library materials rests primarily with the Library Director but also with the library staff as assigned through the Library Director. While someone may find a particular item offensive, selection of materials will not be based upon any anticipated approval or disapproval, but rather on the merits of the material and its value to the collection. **Removing library material solely on the basis of its content or references without context to the whole may amount to censorship in violation of the First Amendment.**

The use of library materials by patrons is an individual matter. **Responsibility for children's and teen's use of library materials rests with their parents or legal guardians.** Hansen Library staff are available to assist parents or legal guardians in using tools to inform their decisions on what to check out. The library does not act in *loco parentis* for unsupervised minors.

**As adopted by the Council of the American Library Association in 1953 with amendments in 1972, 1991, 2000, and 2004*

A. The Library will:

- Provide a diverse and inclusive collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.
- Provide a collection that anticipates the needs and numbers of potential users
- Consider public interest of item, both specific and general, as expressed through requests, suggestions, and use to develop the collection
- Consider the availability of the same, or similar, materials in other libraries or agencies
- Consider the need for all subjects covered and viewpoints expressed
- Consider the effect that subjects and viewpoints selected have on developing a balanced collection
- Consider the appropriateness to scope of the collection as it is developed
- Consider the unique nature of the community in developing their collections
- Consider the unique nature of digital materials in developing collections
- Accept only donations that are outright gifts**

***Items received as gifts must meet Collection Development Policy criteria before adding to the HFLD collection.*

B. Selectors will consider these characteristics when selecting:

- Literary or stylistic quality
- Content created by and representative of marginalized and underrepresented groups
- Reputations, qualifications, and significance of author, producer, or publisher
- Accuracy, currency, timeliness, and validity
- Attention of critics, reviewers, awards and public
- Resources from self-published, independent, small, and local producers
- Physical quality and effectiveness of format and appropriateness of format to subject
- Cost, as measured against competing materials on the same subject
- Resources in formats that meet the needs of users with disabilities
- Availability of discounts and efficiency in vendors used for purchasing
- Suitability for intended audience
- Availability of subscriptions and standing orders for popular materials, reference and nonfiction items published or released annually
- Conform to the Miller Test and/or Ginsberg v New York

C. Reconsideration of Materials:

Pursuant to Title 33, Chapter 27 of the Idaho Code, the Board of Trustees has among its powers the authority to establish policies for the governance of the library.

Each school and public library shall have a policy and readily accessible form allowing a person to request review of material the person considers to be 'harmful to minors'. Such a form such a form shall contain the definition of 'harmful to minors,' as provided in Idaho Code § 18-1514.

Requests for reconsideration/relocation are only accepted from Hansen Free Library District patrons for Hansen Free Library District owned materials.

A patron of the Hansen Library District can object to any material by doing so in writing using the reconsideration/relocation form provided.-Reconsideration/relocation forms are only available by visiting the library in-person to request one.

Once a completed and signed form is received by a HFLD staff member, a thoughtful, deliberative process for reconsideration/relocation will begin by a Review Committee consisting of the director and/or purchasing director, a board trustee and a community member. This is an ad hoc committee that will be appointed by the library director and board chair on an as-needed basis.

In reviewing the objection, the Review Committee shall consider each work as a whole, and in context in which it is used; and if it possesses serious literary, artistic, political or scientific value. The-Review Committee will also consider the literary merit of works recognized as classics, even though classic works may contain words or sentiments which, today, are unacceptable. No materials shall be excluded from the library's collection solely because of coarse language or implicit or explicit treatment of certain situations or if the work meets the criteria outlined in Sections A and B of this policy.

The patron will be notified in writing of the decision within 45 days of receipt of a completed form. The patron must pick up the written decision at the library. The Hansen Free Library District reserve the right to compile multiple challenges to the same item and administer them

collectively. The Hansen Library Board of Trustees will review that the policy has been followed regarding challenged material but the board, as a whole, does not review each item.

D. Appeals Process:

If the patron does not agree with the Review Committee's determination, the patron can appeal that determination to the Board of Trustees within 7 days of the decision in writing detailing where they believe the Review Committee did not follow the Collection Development guidelines.

The Board will review the appeal solely on the merit of whether there is clear and convincing evidence that the Review Committee's determination was not guided by the Collection Development policy. The decision of the Board is final. The Board will provide written notice of its decision to the patron within 7 days of receiving the appeal. The patron must pick up the board's written decision at the library. Challenged material will remain available for loan during the review process.

Any minor who obtains material, or parent or legal guardian whose child obtained material, in violation of the Children's School and Library Protection Act (Idaho Code § 18-1517B) shall have a cause of action if:

- a) the institution gave or made available materials harmful to minors, or the institution failed to take reasonable steps to restrict access by minors to materials harmful to minors.
- b) prior to the filing of a cause of action, the minor, parent, or legal guardian has provided a written notice to the institution for the relocation of such material to a section designated for adults only within 60 days of receipt of the written notice and
- c) upon receipt of written notice and subsequent to the expiration of 60 days, the library board or board of trustees failed to relocate the material harmful to a minor to an area with adult access only.

All challenged materials will remain available for checkout and shelved in the location determined appropriate by the review committee and/or board of trustees until ordered to move the item by a judge or jury.

E. Libby App:

The Hansen Free Library District belongs to the Idaho Digital Consortium (IDC). All HFLD e-books and audiobooks are held jointly with the Consortium. The Consortium has its own collection development and circulation policy. E-books and audiobooks held by the Consortium are not subject to the Children's School and Library Protection Act (Idaho Code § 18-1517B).

E. Definitions:

Promote – “manufacture, issue, sell, give, provide, deliver, publish, distribute, circulate, disseminate, present, exhibit or advertise or to offer or agree to do the same.”

Obtain -- “to gain or attain usually by planned action or effort.”

Tangible -- “capable of being perceived especially by the sense of touch.”

Approved by the Hansen Free Library District Board of Trustees on June 21, 2024